How to switch spell check in Microsoft Word from English to Gaeilge

Note: you need to be online (connected to the internet) in order to run these steps as steps 4 – 8 involve downloading an add-on from Microsoft for the Irish Speller.

Steps:

1. You will need to know later on (step 7) whether your PC is running Windows 32 bit or 64 bit. If you don't know, you can check this by going to Start → Control Panel → System & Security → System. Here you will see Windows 64 bit OS or Windows 32 bit OS. See example below. Take note of which you have so you make the right selection later on if prompted to choose 32 or 64 when installing the Irish speller.

View basic information about your computer

Windows edition

Windows 8.1 Enterprise

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System
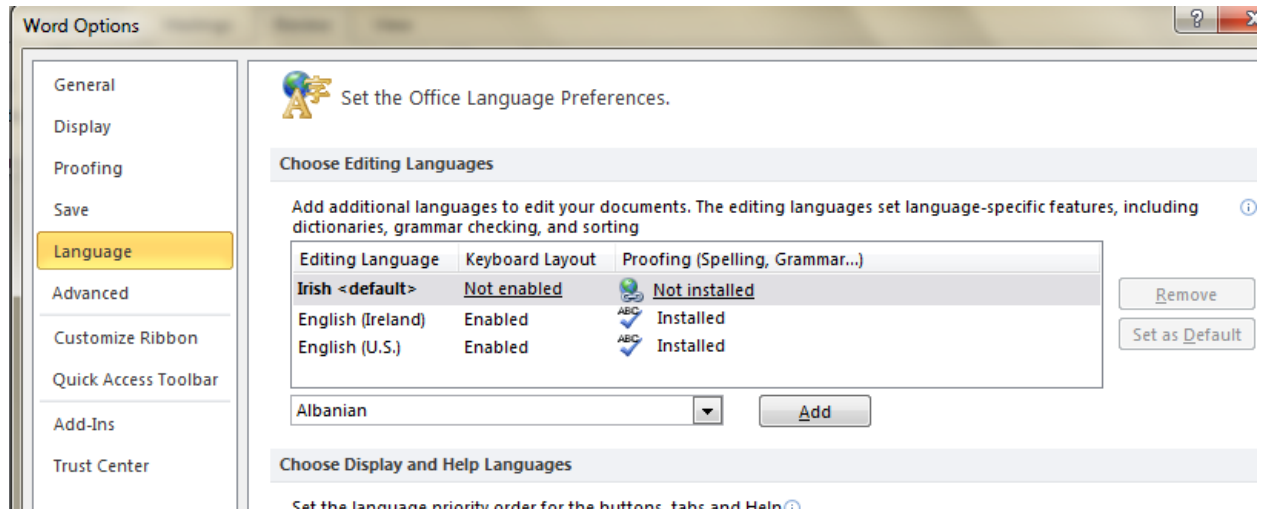
Processor: Intel(R) Core(TM) i7-2640M CPU @ 2.80GHz   2.80 GHz

Installed memory (RAM):   8.00 GB

System type: 64-bit Operating System, x64-based processor

Pen and Touch: No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

2. Open Microsoft Word
3. At the bottom left of the Document, you will see what language is currently set - see image below where it shows English (Ireland). You can click on English (Ireland) to change the language.

PAGE 1 OF 1   1 OF 28 WORDS   ENGLISH (IRELAND)

4. Click Review →Language → Language Preferences. You will see Irish and 'Not intalled', like in the image below. Hover over this 'not installed' link and click it. This will bring you to the page to install the irish langauge pack.

5. Select Gaeilge from the list of languages and Choose the 'Download' button under Proofing tool Download – see Yellow button in the image below.

Office 2013 language options

Find simple and cost-effective solutions for multilingual individuals, families, and small businesses. Sim language in the list below to learn what option is available to you. Note that to use a language interfa must already have Office installed. Additional languages will become available in the future, so check 1 again soon if you don't see the language you want now.

| Gaeilge | ▼ |

Language Interface Pack

You can download a Language Interface Pack for free. The pack includes the display for Irish for some Office applications and may include some proofing tools.
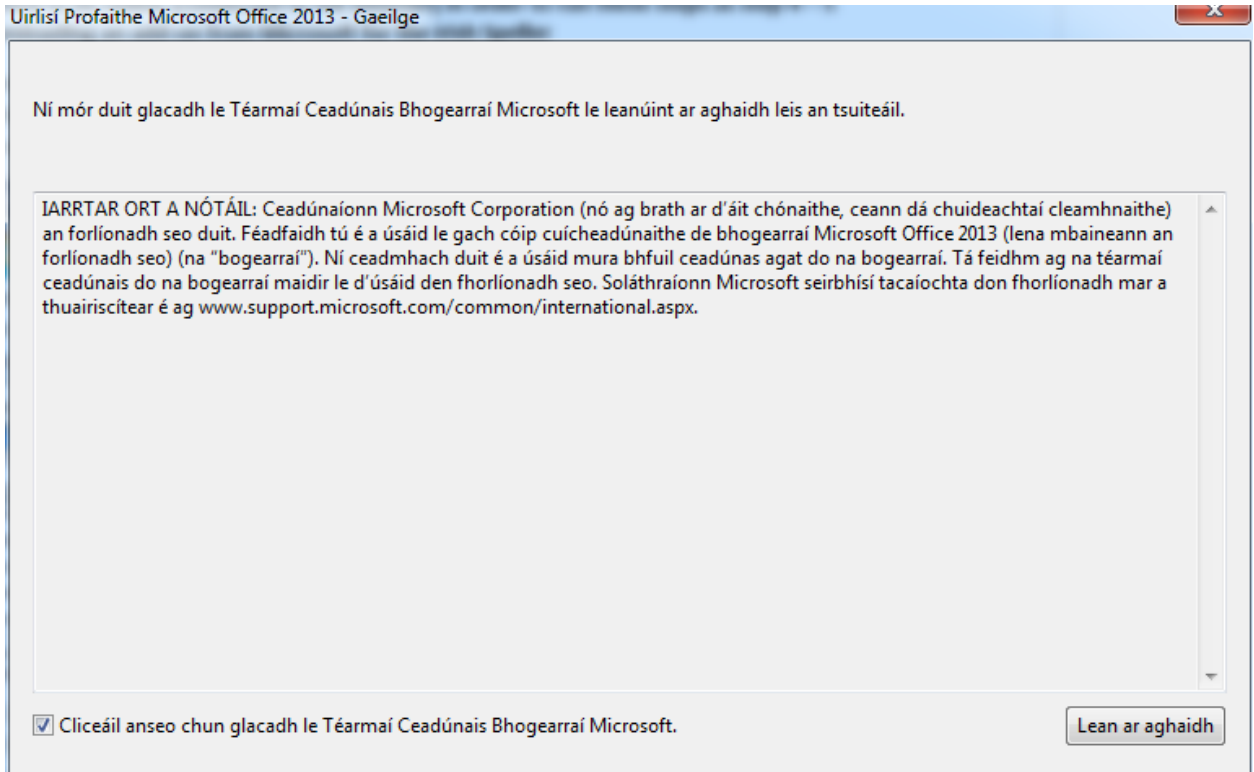
Download

Learn more

Proofing tool

You can download a free Proofing Tool, which includes a spell checker and, depending on the language, additional tools such as a grammar checker, thesaurus, or hyphenation.
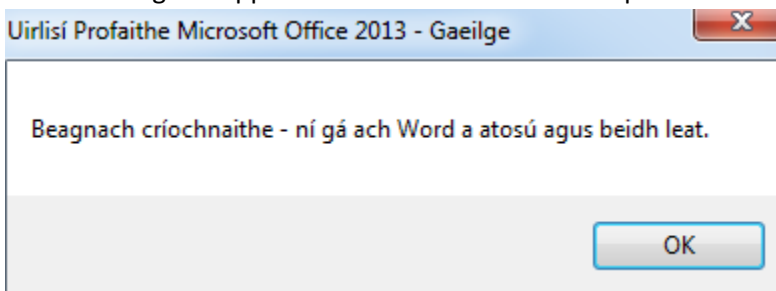
Download

6. If you see a popup blocker near the top of the page, just cick 'allow pop-ups'.

7. The system may detect whether you are running 64 bit or 32 bit Windows and automatically choose the appropriate install for you. If it doesn't and you are asked to pick, then pick based on which system you are running (from Step 1 above). The choice will be Proofingtols_ga-ie-x64.exe or Proofingtols_ga-ie-x86.exe
   - If your machine is 64 bit – choose x64.exe
   - If your machine is 32 bit – choose x86.exe
8. Click Run when prompted and 'Yes' when asked if you are sure you want to run this install.
9. The next dialogue asks you to agree to proceed. Check the box ('Cliceail anseo…') and then Click the button 'Lean ar Aghaidh'
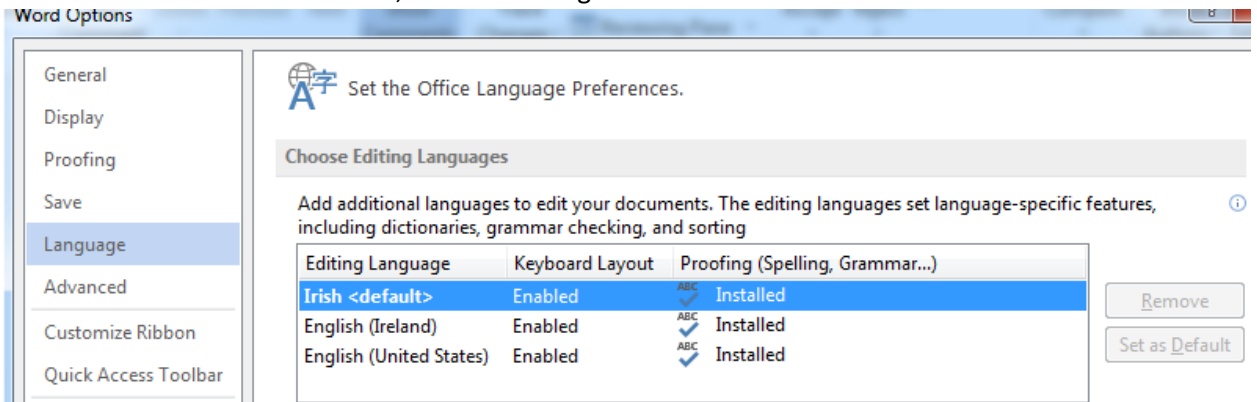
Uirlisí Profaithe Microsoft Office 2013 - Gaeilge

Ní mór duit glacadh le Téarmaí Ceadúnais Bhogearraí Microsoft le leanúint ar aghaidh leis an tsuiteáil.

IARRTAR ORT A NÓTÁIL: Ceadúnaíonn Microsoft Corporation (nó ag brath ar d'áit chónaithe, ceann dá chuideachtaí cleamhnaithe) an forlíonadh seo duit. Féadfaidh tú é a úsáid le gach cóip cuícheadúnaithe de bhogearraí Microsoft Office 2013 (lena mbaineann an forlíonadh seo) (na "bogearraí"). Ní ceadmhach duit é a úsáid mura bhfuil ceadúnas agat do na bogearraí. Tá feidhm ag na téarmaí ceadúnais do na bogearraí maidir le d'úsáid den fhorlíonadh seo. Soláthraíonn Microsoft seirbhísí tacaíochta don fhorlíonadh mar a thuairiscítear é ag www.support.microsoft.com/common/international.aspx.

☑ Cliceáil anseo chun glacadh le Téarmaí Ceadúnais Bhogearraí Microsoft.   [Lean ar aghaidh]

10. The following will appear once the download is complete

Uirlisí Profaithe Microsoft Office 2013 - Gaeilge

Beagnach críochnaithe - ní gá ach Word a atosú agus beidh leat.

[OK]

11. Close down MS Word and reopen to ensure the change has occurred – i.e. the Irish Speller is now installed. Click Review, Language – see below

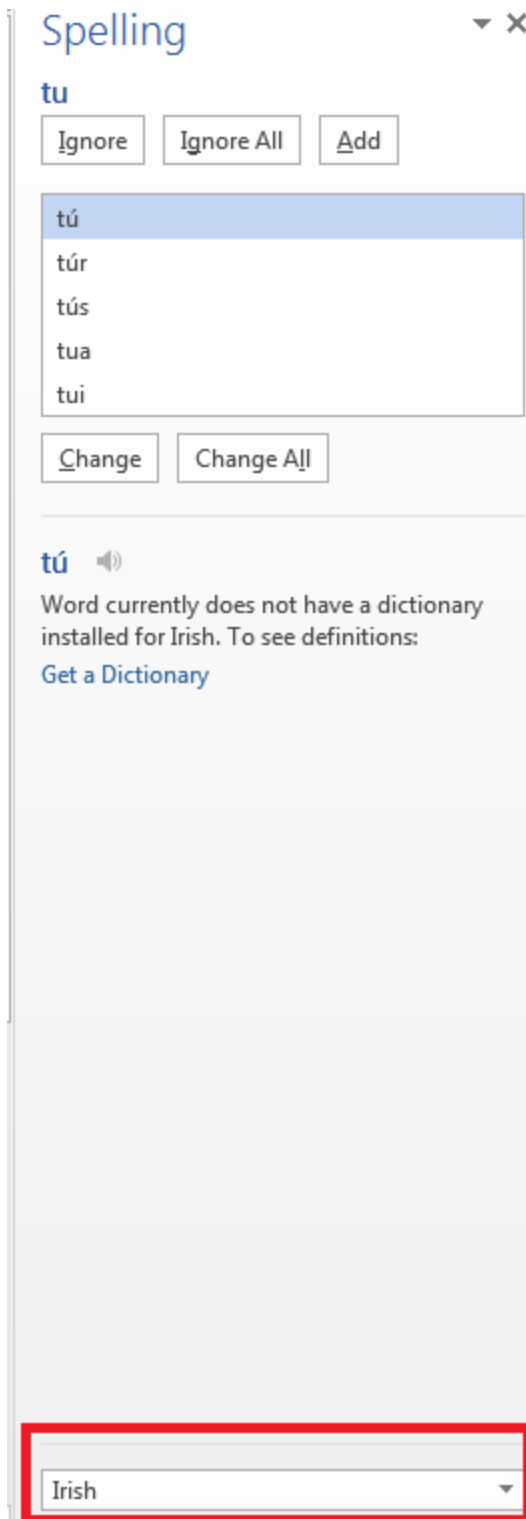12. Ensure that Irish is set as default , like in the image below

13. Type some text 'as gaeilge' & include misspelled words which should appear with red squiggles underneath. E.g.

If you are seeing spelling suggestions in English, highlight all the text and choose Review →Language → Set proofing Language and change to Irish.

14. You can right click the Red squiggles on misspelled words to see the spelling options or else you can choose Review (top menu bar in Word), then choose Spelling and Grammar. You will see correct spelling suggestions in Irish.
    - If it is still set to English at the bottom of the Spelling window, select all the text (or Ctrl +A) and change it to Irish – see below example

Spelling ▾ ✕

tu

[Ignore] [Ignore All] [Add]

| tú |
| túr |
| tús |
| tua |
| tui |

[Change] [Change All]

tú 🔊

Word currently does not have a dictionary
installed for Irish. To see definitions:

Get a Dictionary

Irish ▾

15. When you want to stwich back to English, just open Word and reset to English like in step 3
above - highlight all the text you want to spellcheck, then in the bottom left of the Microsoft

Word window, double click Irish or English and change to whichever you choose. Red squggles will appear on misspelled words.